

## **DRAFT**

### **To be confirmed at the meeting of the Board on 12 November 2019 BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

Minutes of the meeting of the Management Board held at Magnet Leisure Centre, Holmanleaze, Maidenhead on 4 September 2019, commencing at 2000hrs.

Present: Terry Norris (President), Roger Penfold (Hon Secretary), Peter Button, Diane Cryer, Stuart Fillingham, Jason Keeler, Andy Mackay, Bob Odell, Roger Prior, Beverley Skelton.

Apologies for absence were received from Chris Glover, Rosemary Large (Assistant Secretary), Helen Mack (Swim England South East Regional Club Development Officer).

#### **1 MINUTES**

The Minutes of the meeting held on 6 June 2019 were agreed and signed by the President as a correct record, subject to the deletion of the words from and including “to meet” to the words “pool operators” in Minute 52A.

#### **2 INSTALLATION OF PRESIDENT**

Members were reminded that, there being no nominations at the Annual Council Meeting, the vacancy for President had been referred to the Board.

Subsequent to the meeting, Beverley Skelton (Reading Royal SSC) had indicated that she would consent to being nominated for the office.

**RESOLVED:** That Beverley Skelton be appointed as President of the Association until the Annual General Meeting in 2020.

Ms Skelton was thereupon installed as President, to applause, and presented with the trappings of office.

*(The President in the Chair).*

#### **3 IMMEDIATE PAST PRESIDENT**

The President thanked Mr T Norris for his service as President of the Association since July 2016. Mr Norris pointed out that he had already received a Past President’s badge.

#### **4 APPOINTMENTS**

## **DRAFT**

### **To be confirmed at the meeting of the Board on 12 November 2019**

Members recalled that the Annual Council Meeting had referred to the Board, inter alia, the vacancies for the office of President, the office of Vice-President, and the vacancy for a member of the Management Board.

Since the ACM, Andy Mackay (Chesham SC) had indicated that he would consent to nomination as Vice-President.

Again, since the ACM, 3 persons had volunteered to serve as members of the Board - Diane Cryer (Reading), Eddie Lyne (Bracknell & Wokingham) and Emma West (Albatross DC). Bearing in mind the appointments of Bev Skelton as President and the Andy Mackay as Vice-President, there were 3 vacancies for Members of the Board.

### **RESOLVED:**

- 1 That Andy Mackay be appointed Vice-President of the Association until the Annual General Meeting in 2020.
- 2 That, in accordance with the authority granted by the Annual Council Meeting and the power to fill vacancies occurring in the year, Diane Cryer, Eddie Lyne and Emma West be appointed as Members of the Board until the Annual General Meeting in 2020.

## **5 REGIONAL CLUB DEVELOPMENT OFFICER**

In presenting her apologies for absence, Helen Mack had reported that:

- Safeguarding and Time to Listen courses would be held on 6 October 2019 at the New Windsor Community Association premises; and
- the Albatross, Maidenhead, Reading, Slough & Eton, Tilehurst and Wycombe District clubs would be seeking SwimMark accreditation at the regional panel in the following week.

## **6 ROLE OF THE BOARD**

The Board was reminded of its powers and duties, as set out in Rules 9.2, 6.2 and 8.8 of the Constitution.

### **NOTED**

## **7 MEMBERSHIP**

The Board was reminded of the Rule 9.1, which set out its membership, the results of the uncontested elections at the Annual Council Meeting on 16 July 2019 and the decisions recorded in Minutes 2 and 4 above.

## **DRAFT**

**To be confirmed at the meeting of the Board on 12 November 2019**

The Board was also reminded that it could declare that any member, who had been absent from 3 consecutive meetings, as having vacated his or her seat.

### **NOTED**

## **8 MATTERS REFERRED BY ANNUAL COUNCIL MEETING**

The Board was advised that the Annual Council Meeting had referred to the Board

- the adoption of the Annual Report for 2018/19;
- the adoption of the annual accounts for the financial year 2018/19

neither of which had, unfortunately, been available at the ACM. However, the Annual Report had recently been published.

### **RESOLVED:**

- 1 That the Annual Report for 2018/19 be adopted.
- 2 That consideration of the annual accounts for the financial year 2018/19 be deferred.

## **9 APPOINTMENT OF PERSONS AND SUB-BODIES**

The Board was reminded that one of its roles was to appoint such persons and sub-bodies as were, in its opinion, necessary to deliver the sport, and to determine their terms of reference and methods of operation. In this connection it was reminded of decision taken at its first meeting about the appointment of managers for each of the disciplines and a number of other posts.

### **RESOLVED:**

- 1 That the following appointments be made for the period to the first meeting of the Board following the Annual Council meeting in 2020:

Diving Manager - Emma West  
Masters' Manager - Bob Odell  
Open Water Manager - Jason Keeler  
Performance Swimming Manager - Stuart Fillingham  
Synchronised Swimming Manager - Beverley Skelton  
Interim Water Polo Manager - Roger Penfold  
Assistant Hon Secretary - Rosemary Large  
Public Relations Officer - John Rowley (subject to his willing so to serve)

## **DRAFT**

**To be confirmed at the meeting of the Board on 12 November 2019**

Swimming Officials' Training Co-Ordinator - Sue Green (subject to her willing so to serve)

Webmaster - Jonathan Mills (subject to his willing so to serve).

- 2 That Roger Prior be appointed to field enquiries about disability or para swimming.
- 3 That the appointment of County Volunteer Co-Ordinator and Swimming Development Manager be deferred, although the continued performance of the duties of the latter post by Joan Scarrott be again acknowledged and applauded.
- 4 That a finance sub-committee be appointed, comprising the officers of the Association and Stuart Fillingham, to support the Hon Treasurer, its meetings to be serviced by the Assistant Hon Secretary.

### **9 QUORUM FOR MEETINGS**

The Board **NOTED** that, according to Rule 9.1 of the Constitution, the quorum for its meetings was 8 members.

### **10 OPERATING PROCEDURES OF BOARD**

The Board **NOTED** the operating procedures adopted at its first meeting.

### **11 MATTERS ARISING ON THE MINUTES**

#### **47 Venue for Inter-County masters' event**

The Board considered whether the Association should express disappointment to Wycombe District SC that the club had not been more helpful over the venue for the Inter-County masters' event in 2019, a matter deferred at the last meeting. It was **AGREED** to take no further action on the matter, on the basis that it had been sufficiently aired in public, given the publication of draft minutes on the Association's website.

### **12 FINANCE**

The Hon Treasurer was not present, and he had not submitted a report.

### **13 COUNTY COACH**

By way of letter received on 19 June 2019, Josh Atkins had resigned as County Coach.

## **DRAFT**

**To be confirmed at the meeting of the Board on 12 November 2019**

Following the procedure previously adopted, the head coaches of assigned clubs had recommended that Alex Vine (Maidenhead SC) be appointed County Coach in succession to Josh. The Officers of the Association had appointed Alex as County Coach on 30 July 2019. The Board **ENDORSED** the action of the Officers.

The head coaches of the assigned clubs had yet to recommend the appointment of an Assistant County Coach.

In his letter of resignation, Josh had made 2 points - paying the County Coach, and providing the County Coach a seat on the Board - which were considered by the Board.

Given that the vast bulk of the Association's activities were delivered by unpaid volunteers, the Board was not supportive of paying the Coach. As to the composition of the Board, it was noted that the constitution provided that all voting members were presently elected. However, it was suggested that the County Coach could be invited to attend Board meetings on the same basis as discipline managers and other appointees. This was **AGREED**.

### **14 DATES OF MEETINGS**

The Board **AGREED** the following dates for meetings:

Tuesday 12 November 2019, Wednesday 12 February 2020, Thursday 23 April 2020, Tuesday 9 June 2020, Wednesday 9 September 2020.

The Board **SET** the date for the Annual Council meeting as Thursday 16 July 2020.

### **15 SWIM ENGLAND SOUTH EAST REGION**

The Board was reminded that, although it was its role to appoint representatives to the Annual Council Meeting of the Swim England South East Region, Council had appointed Eileen Adams, Ken Adams and Eddie Lyne to attend the Regional ACM on 15 September 2019.

The agenda for the Swim England South East Region ACM had been circulated to clubs and was available on the Region's website. No points were raised which needed to be conveyed to the Association's delegates.

The Hon Secretary reported that no matters of major moment had arisen at the meetings of the Regional Management Board held on 12 June and 9 July 2019.

### **16 CORRESPONDENCE**

## **DRAFT**

### **To be confirmed at the meeting of the Board on 12 November 2019**

The Hon Secretary reported the receipt of the following correspondence of note since the last meeting, aside from the monthly club updates from the ASA South East Region:

- Regional Office Manager, Swim England South East, inviting nominations for the Harold Fern and A H Turner awards;
- Senior Administration Officer, Swim England, referring to the Swim England Annual Report 2019, available only online;
- Events Team, Swim England, sending the entry pack for the County Team Championships, to be held in Sheffield on 6 October 2019: details had been passed to Joan Scarrott, and the County Coach;
- Regional Office Manager, Swim England South East, sending copies of letters sent to apparently non-compliant clubs in respect of the Coaching and Teaching Register;
- Regional Office Manager, Swim England South East, forwarding an update on the equal starts project;
- Head of Talent - Swimming, Swim England, advising of arrangements for participants at national development camps who had been selected for teams at the inter-county competition: details had been passed to Joan Scarrott, and the County Coach.

#### **16 ANY OTHER BUSINESS**

A Mr T Norris reported that the 3<sup>rd</sup> and final County [speed swimming] camp would be held over the imminent weekend: the camps had been very successful. A Team Managers' 2 course would be held concurrently with the camp.

The meeting concluded at 2120hrs.